



1.0 Terms of Reference

- 1.1 This Policy has been written for all staff at Northern House School (City of Wolverhampton); pupils, parents and carers. All staff should have a working knowledge of this policy. Whilst students will not be familiar with the details of the written detail they will be made aware of the contents.
- 1.2 Copies of this Policy may be obtained from;
 - 1.2.1 Available electronically on the School Website
 - 1.2.2 Reference copy in the main School Office
 - 1.2.3 Shared Area – Electronically.
- 1.3 Edition, review and frequency;
 - 1.3.1 Edition 1 released October 2015
 - 1.3.2 The Objectives will be reviewed annually.
- 1.4 Relevant Statutory guidance, circulars, legislation and other sources of information are;
 - 1.4.1 DFE and ACPO drug advice for schools guidance 2012
 - 1.4.2 Drug strategy 2010 reducing demand, restricting supply, building recovery and statutory guidance
 - 1.4.3 Supporting pupils at school with medical conditions.
- 1.5 The lead member of staff is Tina Whitehouse, Assistant Head teacher (01902 551564).
- 1.6 This Policy has been written for all staff, parents, carers students and governors at Northern House School (City of Wolverhampton).
- 1.7 The policy is broken down in to the following sections:
 - 1.7.1 Introduction
 - 1.7.2 Extent of this policy
 - 1.7.3 Definitions
 - 1.7.4 Northern House School (City of Wolverhampton) Stance
 - 1.7.5 Drug education
 - 1.7.6 Co-Ordination of the programme
 - 1.7.7 Staff training
 - 1.7.8 Managing drug related incidents at school
 - 1.7.9 Carrying out searches
 - 1.7.10 Discovery of suspected substances on school premises
 - 1.7.11 Exceptions
 - 1.7.12 Confidentiality

2.0 Introduction- The purpose of this policy is to.

- 2.1 Clarify the school's pastoral responsibilities and legal requirements
- 2.2 Reinforce and safeguard the health and safety of pupils and all school users
- 2.3 Clarify the school's approach to the misuse of drugs and alcohol, to school and members of the wider community
- 2.4 Give guidance on developing, implementing and monitoring the school's drug education programme
- 2.5 Enable staff to manage drugs and drug-related incidents on school premises with consistency, and in the best interests of all parties involved
- 2.6 Ensure a formal response to drug-related incidents in line with the school's approach to the drug education programme and with Northern House School (City of Wolverhampton) values and ethos.



3.0 Extent of the policy.

- 3.1 The limits of the school boundaries extend beyond the school premises to include all off-site pupil activities, such as work experience and school trips. The policy applies at all times when the staff 'duty of care' applies.
- 3.2 Northern House School (City of Wolverhampton) is aware that some of our pupils may be particularly vulnerable and have an increased risk, so staff in line with the pastoral responsibility will be particularly conscious of their welfare and any early intervention that is necessary to ensure their health and wellbeing.

Drugs Policy 2016

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F Pass

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4.0 Definitions.

- 4.1 The policy covers any substance taken to change the way one feels, thinks or behaves. This includes
- 4.2 All illegal drugs
- 4.3 All legal drugs, including: tobacco, alcohol and volatile substances
- 4.4 All medicines.



5.0 Northern House School (City of Wolverhampton) Stance.

- 5.1 The possession, use or supply of illegal and other unauthorised drugs within school boundaries is unacceptable.
- 5.2 Permanent exclusion will be considered depending on the classification of drugs.
- 5.3 Some pupils may require medicines that have been prescribed for use during the school day. In these cases, the school's policy/appendix on the administration of medicines will be followed (for further guidance please see Supporting pupils at school with medical conditions).
- 5.4 When managing drugs and drug-related incidents, the first concern will be for the health and safety of all involved, followed by the pastoral concerns of pupils.
- 5.5 The school will consider very carefully the implications of any action it may take
- 5.6 It will seek to balance the interests of the pupil involved, the other school members and the local community
- 5.7 Factors to be considered will include the age of the pupil, whether the incident involved one pupil or a group and whether peer pressure is evident
- 5.8 The fact that certain behaviour could constitute a violation of the criminal law will not in itself necessarily lead to a more punitive response
- 5.9 In all cases the school will ensure that the pupil has access to professional support and advice from the relevant services and agencies, such as; FRANK, School Nurse ect.
- 5.10 Responsibility for co-ordinating drug issues lies with Assistant Head teacher who will involve all relevant people as appropriate.



6.0 Drug education.

- 6.1 The aim of the school's drug education programme is to provide opportunities for pupils to develop their confidence, knowledge, skills and attitudes to understand the consequences and make the right decision regarding drug(s) misuse. To appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions. Parents/carers are informed of the PSHE programme on Open Evenings, Newsletters and School Reports.
- 6.2 Prevent drug and alcohol misuse as part the Northern House School (City of Wolverhampton) pastoral responsibility to pupils.
- 6.3 To increase knowledge and understanding of drugs and their effects by providing accurate and reliable information
- 6.4 To improve self-knowledge, particularly in terms of risk taking
- 6.5 To promote positive attitudes towards a healthy lifestyle; to challenge and try to modify these when they may lead to behaviour harmful to health
- 6.6 To promote a sense of responsibility towards the use of drugs
- 6.7 To develop social skills such as making informed choices and resisting unhelpful pressures from peers and from advertising
- 6.8 To enable young people to identify sources of appropriate support
- 6.9 To widen understanding about related health and social issues such as sexual health and crime
- 6.10 The programme has been specifically designed to incorporate the views and needs of pupils so that it engages pupils and provides year on year progression. It will be based on the requirements of the National Curriculum, in particular science, the PSHE framework and citizenship, and with reference to 'Drug, Alcohol and Tobacco education: curriculum guidance for schools at key stages 1-4', QCA (2003)'. It will be delivered within a whole school approach through well-planned PSHE.
- 6.11 The teaching of drug education will be delivered on a rota basis under a termly planned programme. This will include a timetable session per week over a 16 week programme taught by form tutors plus an additional PSHE day, which will allow for visiting experts to provide additional information such as school nurses, and other relevant agencies
- 6.12 Provide opportunities for active learning
- 6.13 Give accurate and unbiased information
- 6.14 Allow for the expression and consideration of a range of attitudes and values
- 6.15 Offer opportunities for discussion and reflection
- 6.16 The programme is co-ordinated by PSHE lead who is responsible for:
- 6.17 Schemes of work
- 6.18 All principal resources such as DVD's, Power Points, Handouts, Booklets, Worksheets. These are stored centrally by the Coordinator and distributed as required.
- 6.19 Ensuring that staff feel confident and informed
- 6.20 Monitoring and review of the programme – Evaluation of the unit for pupils and staff takes place via an On-line Survey in the final week of delivery. Form Tutors mark work produced on a weekly basis. Form Tutors report to parents on pupils' progress via their annual school report.

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7.0 Staff training

- 7.1 Delivering staff will refresh their knowledge via a 'cascade' system, e.g. Heads of Year/Teaching and Learning TAs attend the relevant Local Authority course they will then up-date form tutors delivering this aspect of the curriculum.

8.0 Managing drug related incidents at school.

- 8.1 The first priority will always be for the safety of all, dealing with medical emergencies and securing appropriate help. The school will employ a range of responses, so that the needs of the individual are balanced against those of the wider community. The precise response will be determined after a full and careful investigation into the exact nature of the incident. Pupils will be aware of the range of possible responses and the effect those responses may have on them.
- 8.2 Support for pupils, as appropriate, will be a priority, including referrals to outside agencies. The school nurse will be able to give advice regarding all health-related matters. The school will normally involve the pupil's parents/carers, unless this would jeopardise the pupil's safety. Parents/carers will be contacted via telephone by the Pastoral Manager and a meeting will be arranged between the Pastoral Manager, the pupil and the parent/carer.
- 8.3 All incidents will be recorded and stored on the pupils file.
- 8.4 Pupil(s) found guilty of supplying drugs to others on the school premises will be permanently excluded and may be liable to criminal prosecution under the Misuse of Drugs Act 1971.
- 8.5 Member(s) of staff found guilty of supplying drugs to others on the school premises will be immediately dismissed from post and may be liable to criminal prosecution.
- 8.6 Parent(s), carer(s), and visitor(s) to the school found guilty of supplying drugs to others on the school premises will be banned from the school premises and may be liable to criminal prosecution.

9.0 Carrying out searches.

- 9.1 Schools can search any pupil if the pupil agrees, however this consent may be affected by other factors, such as the child's age.
- 9.2 School staff have the power to screen and search pupil or the possessions for any item banned under the school rules if they suspect the possession of a prohibited item.
- 9.3 The member of staff carrying out the search must be authorized by the Head teacher, of the same sex as the pupil being searched and the witness to.



10.0 Discovery of suspected substances on school premises.

- 10.1 Reasonably believe risk of serious harm if you do not conduct a search immediately and not reasonably practicable to summon another member of staff.
- 10.2 School staff can seize any banned or prohibited item(s) found as a result of a search or which they consider harmful or detrimental to school discipline:
 - 10.2.1 knives or weapons
 - 10.2.2 alcohol
 - 10.2.3 illegal drugs
 - 10.2.4 stolen items
 - 10.2.5 tobacco and cigarette papers
 - 10.2.6 fireworks
- 10.3 Staff discovering substances which are suspected of being harmful, illegal, or requiring further investigation should observe the following guidance:
 - 10.3.1 **Consider the possible need for first aid and follow the school's first aid procedures**
 - 10.3.2 If possible, remove the suspected substance from the location in the presence of a witness. If there is no witness, do not delay, remove the substance and take it to the Head teacher, or member of staff authorised to deputise
 - 10.3.3 If a pupil is suspected of being in possession of a suspect substance do not attempt to search the pupil yourself
 - 10.3.4 Escort the pupil to the Head teacher and the Head teacher will make the decision to search the pupil
 - 10.3.5 Do not retain the substance on your person or in a place of safekeeping for a later time, since to do this could place you at risk
 - 10.3.6 Record the time, place and circumstances of the discovery and also record the details of what was found, but do not investigate the substance
 - 10.3.7 Where drug-related paraphernalia, such as needles and syringes, is found, **do not attempt to handle**. Inform a member of SLT immediately, it will be collected by the appropriate personnel in accordance with health and safety guidelines. The Head teacher will ensure materials are placed in a secure container to await collection
 - 10.3.8 No entry of an incident should be made on the pupil's record until the suspected substance is confirmed by the police as being a controlled substance. If the substance is not a controlled substance, then the entry on the pupil's record will be determined by the Head teacher
 - 10.3.9 There is no legal obligation to inform the police, although they may be able to give relevant support and advice. Once the nature of the substance is confirmed it is legally acceptable to dispose of the substance, typically by flushing down the lavatory. This will be witnessed and recorded.
 - 10.3.10 Where a substance is confirmed as being controlled, the Head teacher will notify parent(s)/carer(s) concerned, and consider further action, including notifying the chair of governors.

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10.3.11 In circumstances where it is possible that the school premises are being used for illegal drug use, all reasonable steps must be taken to prevent this, in order to avoid contravening the law.

11.0 Exceptions (First Aid)

11.1 The school is not legally obliged to involve the police regarding illegal drugs, but we will work in partnership to the benefit of the school and wider community. The school is able to seek assistance from the local policing team officer, who offers guidance on the law, the identification and disposal of substances, and whether or not the police should be more actively and formally involved in a given situation.

12.0 Confidentiality

- 12.1 In managing drugs, and in drug education lessons, teachers will not promise confidentiality. The boundaries of confidentiality will be made clear to pupils. If a pupil discloses information which is sensitive, not generally known, and/or which the pupil asks not to be passed on, the request will normally be honoured. Exceptions to this will be:
- 12.1.1 When child protection issues arise
 - 12.1.2 In order to co-operate with a police investigation
 - 12.1.3 Where there has been agreement to refer the pupil to an external agency
- 12.2 Effort will be made to seek the agreement of the pupil before sharing sensitive information on a need to know basis.